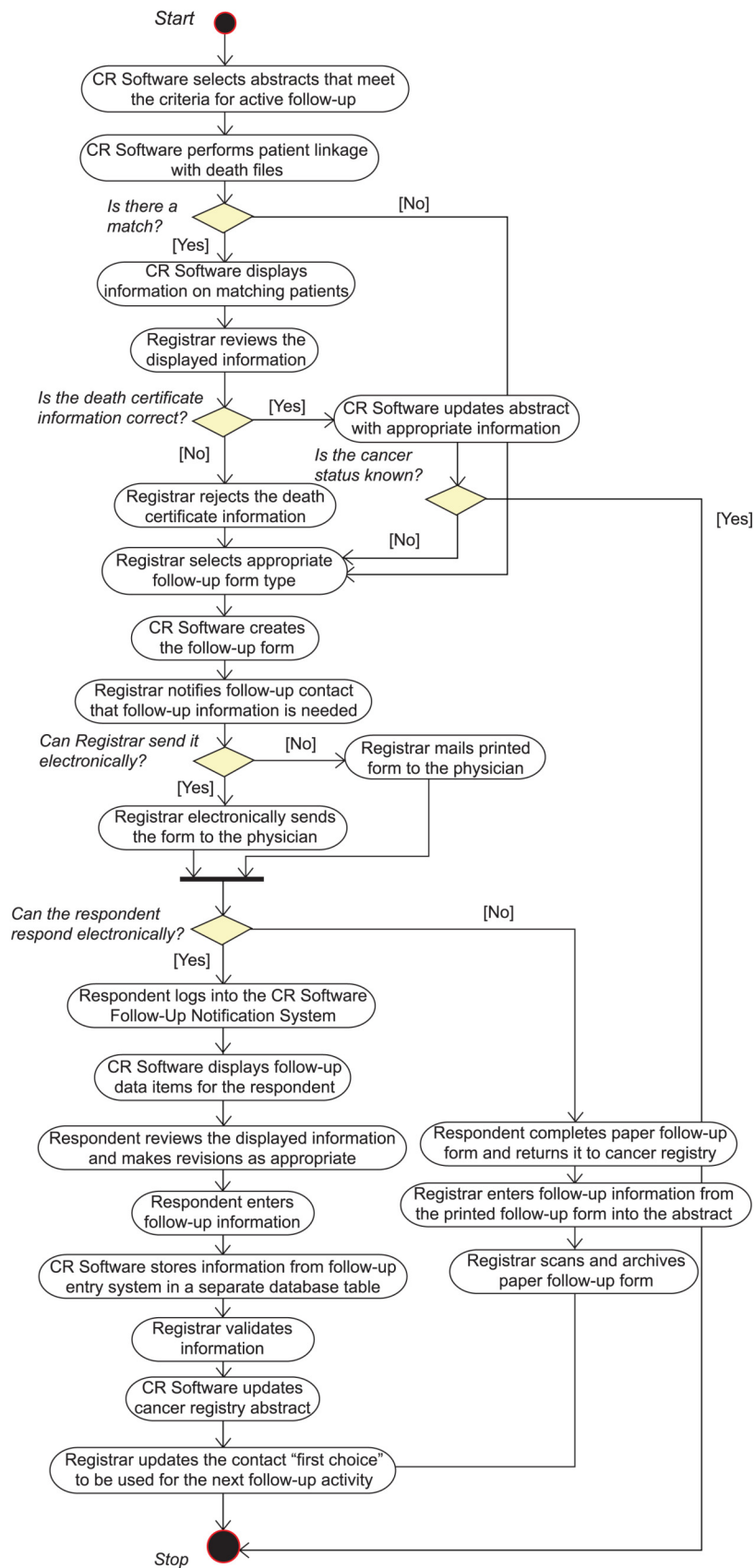# NPCR–AERRO Hospital Conduct Active Follow-Up Workflow Diagram

The hospital conduct active follow-up workflow diagram shows the detailed procedural flow of control of the function.

HWFD 3.1 - NPCR-AERRO Hospital: Conduct Active Follow-Up Workflow Diagram (DRAFT)
Version 1.0
Revised: 06-03-2009

Start

- CR Software selects abstracts that meet the criteria for active follow-up
- CR Software performs patient linkage with death files

Is there a match? — [No]
[Yes]

- CR Software displays information on matching patients
- Registrar reviews the displayed information

Is the death certificate information correct? — [Yes] → CR Software updates abstract with appropriate information

[No]

Is the cancer status known?

- Registrar rejects the death certificate information

[No]

- Registrar selects appropriate follow-up form type — [Yes]
- CR Software creates the follow-up form
- Registrar notifies follow-up contact that follow-up information is needed

Can Registrar send it electronically? — [No] → Registrar mails printed form to the physician
[Yes]

- Registrar electronically sends the form to the physician

Can the respondent respond electronically? — [No]
[Yes]

- Respondent logs into the CR Software Follow-Up Notification System
- CR Software displays follow-up data items for the respondent
- Respondent reviews the displayed information and makes revisions as appropriate
- Respondent enters follow-up information
- CR Software stores information from follow-up entry system in a separate database table
- Registrar validates information
- CR Software updates cancer registry abstract

[No branch]
- Respondent completes paper follow-up form and returns it to cancer registry
- Registrar enters follow-up information from the printed follow-up form into the abstract
- Registrar scans and archives paper follow-up form

- Registrar updates the contact "first choice" to be used for the next follow-up activity

Stop

The conduct active follow-up use case begins when cancer registry (CR) software selects abstracts that meet the criteria for active follow-up.

The CR software performs patient linkage between the CR database and the death to identify a match. For matching cases, CR software displays information on matching patients. The registrar validates the displayed information, and the CR software updates the abstract appropriately. If the cancer status is known after patient linkage with death files, the process stops.

If the displayed information is not acceptable or if the cancer status is unknown, the registrar selects the appropriate follow-up form type, and the CR software creates the follow-up form.

The registrar sends the follow-up form to the physician electronically. The respondent logs into the CR software follow-up notification system. The CR software displays follow-up data items to the respondent. Respondent reviews the displayed information, makes revisions as appropriate, and enters follow-up information. The CR software stores the information from the follow-up entry system in a separate database table. The registrar validates it, and the CR software updates cancer registry abstract.

If the registrar cannot send the follow-up form electronically, the registrar mails the printed form to the physician. The respondent completes the paper follow-up form and returns it to the cancer registry. The registrar enters follow-up information from the printed follow-up form into the abstract and scans and archives paper follow-up form.

The registrar updates the contact "first choice" to be used for the next follow-up activity, and the process stops.